

COMMONWEALTH of VIRGINIA Department for the Aging

Jay W. DeBoer, J.D., Commissioner

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Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors

Area Agencies on Aging

FROM: Tim M. Catherman

Deputy Commissioner, Support Services

DATE: July 7, 2004

SUBJECT: Altria Announces Senior Helpings Request For Proposals

Deadline: July 23, 2004

Altria Group, Inc., in partnership with the National Meals on Wheels Foundation (http://nationalmealsonwheels.org/), has announced the 2004 Senior Helpings Request for Proposals.

The goal of the Senior Helpings program is to ensure the availability of meals for the homebound elderly by funding services that will directly and immediately alleviate a documented waiting list of individuals who are eligible for meals on wheels services but who cannot receive services due to the organization's funding limitations; and/or that are expanding to serve an underserved region or population of seniors.

The program will provide one-year grants of up to \$50,000 to fund food/meals; supplies, equipment, and mechanisms for delivering, preparing, packaging, and storing meals; and salaries for new program staff.

The program is very competitive. Applicants must be U.S. nonprofit, tax-exempt organizations under section 501(c)(3) of the IRS tax code and must have been in operation for a minimum of three years. Priority will be given to organizations that are targeting traditionally underserved communities and populations, including, but not limited to, communities of color, rural or under-served geographic areas, and economically disadvantaged communities. Programs serving within the five boroughs of New York City are not eligible to apply.

See the Altria Web site for complete program guidelines, selection criteria, and application procedures.

RFP Link: http://www.altria.com/responsibility/04 05 02 09 00 sh main.asp

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors

Area Agencies on Aging

FROM: Tim M. Catherman

Deputy Commissioner, Support Services

DATE: July 7, 2004

SUBJECT: Virginia Aging and AoA in the News

Below are Virginia Aging or AoA related articles that have occurred since last week's Tuesday E-mailing. These links do not require a paid service; however, some (like the Washington Post, etc.) ask a brief survey or registration. Please note some links are time sensitive and can change daily.

If you aware of articles that I am missing, please e-mail me a link for inclusion next week.

VDA In the News

STATE to screen out unsafe older drivers

Virginian Pilot - Norfolk, VA, USA

... The department also launched a Web site with AARP and the state Department for the Aging called "Virginia GrandDriver.". The ...

http://home.hamptonroads.com/stories/story.cfm?story=72431&ran=32956

Virginia AAAs In the News

ACTION Urged to Improve Assisted Living in Va.

Washington Post - Washington, DC, USA

... Joani Latimer, the state's long-term care ombudsman, whose agency investigates complaints against the ... Grant Goldman, past president of the Virginia Adult Home ... http://www.washingtonpost.com/wp-dyn/articles/A16238-2004Jun29.html

THEY are shaping up while sitting down

New River Valley Current - Christiansburg, VA, USA

... the "News and Views" discussion group and golf program. ... Funeral Consumers Alliance of the Virginia Blue Ridge ... New River Valley Agency on Aging: Assistance with ...

http://www.roanoke.com/news/nrv%5C7178.html

SUBJECT: Aging In The News Page 2 of 2

HELPING Hands

Winchester Star - Winchester, VA, USA

... The Shenandoah Area Agency on Aging, in partnership with Dominion Virginia Power, the Virginia Department of Social Services, and the state Department for the ...

http://www.winchesterstar.com/TheWinchesterStar/040703/Area HanD.asp>

AoA News From Around the Nation

NATIONAL Elderly Caregivers Support Group Expands SeniorJournal.com - San Antonio,TX,USA The effort is supported by the US Administration on Aging and managed by the National Association of Area Agencies on Aging (n4a). ... < http://www.seniorjournal.com/NEWS/Eldercare/4-07-01eldercaregroup.htm

NEW plan in works to assist seniors

The Capital Times - Madison, WI, USA

... project, which also is receiving a \$50,000 grant from the Madison Community Foundation and a \$343,000 federal grant through the US Administration on Aging. ...

http://www.madison.com/captimes/news/stories/77616.php

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors

Area Agencies on Aging

FROM: Warren J. McKeon, Fiscal Manager

DATE: July 7, 2004

SUBJECT: Title V Closeout Report – FYE 06/30/2004 Contracts

The close out (settlement) reports for the fiscal period beginning July 1, 2003 and ending on June 30, 2004 for the Title V, Senior Community Service Employment Program must be submitted to the Virginia Department for the Aging (VDA) on or before August 2, 2004. Please complete the report using the pages and fields for DOL or NCOA, whichever is appropriate. A copy of the report is attached for your review. An electronic version is available on the VDA website, www.vda.virginia.gov. Please e-mail the completed report to reports@vda.virginia.gov. Please name the file, Title V Closeout Report PSAxx (Insert your PSA number in the characters, xx). If you have any questions, please call me at (804) 662-9320 or e-mail me at warren.mckeon@vda.virginia.gov.

Enclosures

CC: Tim Catherman, Deputy Commissioner, Support Services

Title V Financial Report - Final Closeout FYE 06/30/2004

Agency:			Month Ending:	Final	_ Year:	2004	
Funding Source - NCOA	Cash Expended YTD	502(e) Cash Expended YTD		Total Federal Costs YTD	Other Non-Federal Cash YTD	Other Non-Federa In-Kind YTD	
Salaries and Fringes							
Other							
Sub-Total Admin. Costs							
Enrollee Wages							
Enrollee Fringes							
Enrollee Medicals							
Sub-Total EWF							
Staff Salaries and Fringes							
Enrollee Training							
Enrollee Development							
Enrollee Transportation							
Miscellaneous							
Sub-Total OEC							
Grand Total							
CURRENT ENROLLMENT							
# Title V Enrollees:		# Total Enrollees Paid in Month		<u>l</u>	Total Non-Federal		
# 502(e) Enrollees:					% Non-Federal	0%	
Unsubsidized Placement	Title V	502(e)	Title V and 502(e)]	Approved Budget		
Current Month					% Spent		
Since July							

Title V Financial Report - Final Closeout FYE 06/30/2004

Agency:			Month Ending:	Final	Year: <u>2</u>	
Funding Source - DOL	Cash Expended YTD	502(e) Cash Expended YTD		Total Federal Costs YTD	Other Non-Federal Cash YTD	Other Non-Federa In-Kind YTD
Salaries and Fringes						
Other						
Sub-Total Admin. Costs						
Enrollee Wages						
Enrollee Fringes						
Enrollee Medicals						
Sub-Total EWF						
Staff Salaries and Fringes						
Enrollee Training						
Enrollee Development						
Enrollee Transportation						
Miscellaneous						
Sub-Total OEC						
Grand Total						
CURRENT ENROLLMENT						
# Title V Enrollees:		# Total Enro	rollees Paid in Month		Total Non-Federal	
# 502(e) Enrollees:					% Non-Federal	0%
Unsubsidized Placement	Title V	502(e)	Title V and 502(e)	Approved Budget		
Current Month					% Spent	
Since July						

Virginia Department for the Aging Title V Financial Report - Final Closeout, FYE 06/30/2004

Agency:	_ PSA #_	
Request for Funds for the month of: FINAL	_	
	NCOA	DOL
1) Unencumbered Cash-on-Hand as of 7/1/2003		
2) Cash Received Y-T-D for This Contract		
3) Cash Requested Last Report but Not Yet Received		
4) Cash Available Y-T-D for This Contract		
(Sum of lines 1, 2 and 3)		
5) Cash Disbursed During Previous Months		
6) Cash Disbursed During Report Month		
7) Cash Disbursed Y-T-D (Line 6 + Line 7)		
8) Cash-on-Hand (Balance Due) at End of Grant Period		
(Line 4-Line 5)		

I hereby certify that I have the designated authority to represent the contractor for whom this information is reported. I further certify that to the best of my knowledge and belief, this information is true, correct, and a complete statement prepared from the books and records of the contractor in accordance with applicable instructions, except as noted. Reported information is in agreement with previously submitted information to the Virginia Department for the Aging.

Note: If there is Cash-on-Hand at the end of the grant period, please remit this balance to VDA with the final report.

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors

Area Agencies on Aging

FROM: Carol Cooper Driskill

Program Coordinator

DATE: July 7, 2004

SUBJECT: INJURY PREVENTION GRANT OPPORTUNITIES:

HOME SAFE HOME, VIRGINIA! and GET ALARMED, VIRGINIA!

You are invited to apply for two different grants from The Center for Injury and Violence Prevention at Virginia Department of Health - *Home Safe Home, Virginia!* and *Get Alarmed, Virginia!* Past grantees are eligible to apply *if* they are expanding the program and/or doing something different. An AAA applying for *Get Alarmed, Virginia!* must have the support of their local fire department(s).

HOME SAFE HOME, VIRGINIA! is an elderly fall and fire prevention program which utilizes the NFPA's Remembering When program to educate older adults through group presentations and home visits. The grant provides the Remembering When curriculum, smoke detectors, bath mats, night lights, educational videos and brochures. Home SAFE Home, VIRGINIA! is jointly coordinated and delivered by the Virginia Department of Health and the Virginia Department of Aging. Up to three applicants will be awarded grants. Past grantees may apply to expand or follow-up on past program activities. The project period will run October 1, 2004 through May 31, 2005 with training tentatively scheduled for September 2004.

GET ALARMED, VIRGINIA! is a state smoke detector installation program to prevent residential fire-related injuries and deaths by targeting low-income households with young children and/or older adults. The grant provides up to 3,000 smoke detectors and educational materials.

GET ALARMED, VIRGINIA! is jointly coordinated and delivered by the Virginia Department of Health and the Virginia Department of Fire Programs. Up to five applicants will be awarded

SUBJECT: INJURY PREVENTION GRANT OPPORTUNITIES Page 2 of 2

grants. *If the organization applying is not a fire department*, a letter of support from the local fire department(s) stating that they will train staff and/or assist with installation of detectors must be attached to the application. The project period will run October 1, 2004 through September 30, 2005 with training tentatively scheduled for September 2004.

Attached are information sheets and grant applications from The Center for Injury and Violence Prevention at Virginia Department of Health. *Applications must be received at Virginia Department of Health by August 13, 2004.* Please contact me with any questions at Carol.Driskill@vda.virginia.gov and I will refer them to Rhonda Keith at Virginia Department of Health.

Thank you for your continued commitment to our older Virginians and their safety.

HOME SAFE HOME, VIRGINIA!

A program to prevent elderly fall and fire-related injuries

2004-2005 GRANT APPLICATION

Applicant: Please briefly address each question in your application. Please fax or mail application to Rhonda Keith, Virginia Department of Health. Fax number: 804.864-7748. **Applications must be received by August 13, 2004.**

- 1. Identify the following:
 - Organization(s) to receive the *Home Safe Home, Virginia!* Program (Communities may partner for this program, but there must be only one point of contact)
 - Name of local Area Agency On Aging
 - Contact person and contact information (address, phone, fax, and e-mail)
- 2. Describe the reasons your agency should be selected to receive funding to implement *Home Safe Home, Virginia!* (include: need, benefits, implementation of past or current fire/fall assessment and/or prevention programs, success of implementing other programs, resources available, etc.).
- 3. Provide information on your target demographic:
 - Describe your at-risk population (include population over 65 years old, along with the poverty rate and any additional information about your population/demographics)
 - Size of your service area
 - AAAs may attach "Demographic Profile of the Planning and Service Area" from the most recent Annual Plan.
- 4. What facilities, resources, staff, and volunteers are currently available to implement the program? Describe proposed staffing (paid staff and/or volunteers) by task, current job description, and estimated percentage of time to be allocated to the program.
- 5. Provide a detailed description (who, what, when, where and how) of the specific activities that would be undertaken to achieve each component of *Home SAFE Home, VIRGINIA!*
- 6. Describe how your Agency would collaborate with community agencies and organizations to install safety equipment (smoke detectors, distribute bath mats and nightlights) in homes and to evaluate the success of the program.
- 7. It is required that you install smoke detectors, distribute bath mats and nightlights which you will receive as part of the program, and provide educational presentations (either by home visits, group presentations or a combination of both). Estimate the number of people you will be able to reach by home visits and by group presentations and describe how you would accomplish this objective.
- 8. Describe how you would publicize and promote *Home Safe Home, Virginia!*
- 9. Budget: Estimate (by percentage breakdown) how your agency would spend \$15,000 for implementation of HOME SAFE HOME, VIRGINIA! (Factoring in: Smoke detectors \$10 each, bath mats and nightlights, "Remembering When" kits \$25 each, program video \$350 each).

HOME SAFE HOME, VIRGINIA!

A program to prevent elderly fall and fire-related injuries

GRANT OPPORTUNITY

Program Description: *Home Safe Home, Virginia!* is an elderly fall and fire prevention program which utilizes the NFPA's *Remembering When* program to educate Seniors through group presentations and home visits. The *Home Safe Home, Virginia!* grant provides the *Remembering When* curriculum, smoke detectors, bath mats, night lights, educational videos and brochures.

HOME SAFE HOME, VIRGINIA! is jointly coordinated and delivered at the state level by the Virginia Department of Health and the Virginia Department of Aging. Three applicants will be awarded grants. Note: Past grantees may apply to expand or follow-up on the their past program activities.

Purpose of Program: To reduce elderly fall and fire-related injuries and deaths in Virginia by educating Seniors on fall and fire prevention and installing safety devices in homes.

Local Agencies Receive: For the project period October 1, 2004 through May 31, 2005, each Agency chosen will receive funding for smoke detectors, bath mats, night lights, travel and educational materials.

Participant Requirements: Each participating Agency will:

- Assign a program coordinator
- Attend a mandatory introductory meeting and training
- Create a community collaborative approach to the program
- Educate elderly residents in fall and fire prevention utilizing the *Remembering When* program
- Install all the smoke detectors you receive in residences
- Distribute all the bath mats and night lights received through the grant
- Conduct pre- and post- evaluation of the program with residents
- Provide progress reports, financial status reports, and final reports

Evaluation of applications: Each application will be evaluated on:

- Demographic information
- Need for program
- Benefits of developing and implementing the program
- Implementation of past or current prevention programs
- Resources available (including staffing or proposed staffing)
- Proposed program implementation plan
- Ability to collaborate with community organizations
- Ability to publicize and promote the program

For more information, please contact:

Rhonda Keith, MS

Injury Prevention Specialist Center for Injury and Violence Prevention Virginia Department of Health 109 Governor Street,8th Floor

tel: 804.864.7734 fax: 804.864.7748

e-mail: rhonda.keith@vdh.virginia.gov

Electronic version available at:

http://www.vahealth.org/civp/fundcivp.asp

Sponsored by the Virginia Department of Health and the Virginia Department for the Aging

GET ALARMED, VIRGINIA!

A program to prevent fire-related injuries

2004-2005 GRANT APPLICATION

Applicant: Please briefly address each question in your application. Please fax or mail application to Rhonda Keith, Virginia Department of Health. Fax number: 804.864.7748. **Applications must be received by August 13, 2004.**

- 1. Identify the following:
 - Organization(s) to receive the *GET ALARMED*, *VIRGINIA!* Program (communities may partner for this program, but there must be only one point of contact)
 - Lead Fire Department/or Agency
 - Contact person and contact information (address, phone, fax, and e-mail)
 - If the organization applying is not a Fire Department: you must attach a letter of support from your local Fire Department(s) stating that they will train staff and/or assist with installation of detectors.
- 2. Describe the reasons your organization should be selected to receive funding to implement *GET ALARMED*, *VIRGINIA!* (include need, and benefits to the department/community).
- 3. Please specify the number of program smoke detectors you are applying for: (up to 3,000)
- 4. Describe your department's implementation of past or current fire prevention and/or education programs and the success of implementing other programs. What type of program does your fire department currently have in place to prevent fire-related injuries?
- 5. Provide information on your target demographic:
 - Describe your at-risk population (include population under 5 years old and over 65 years old, along with the poverty rate and any additional information about your population/demographics)
 - Size of your service area

If possible, also provide:

- Number of fire deaths in that population from 1999-2003
- Number of fires in that population from 1999-2003
- 6. What facilities, resources, staff, and volunteers are currently available to implement the program?
- 7. Describe proposed staffing (paid staff and/or volunteers) by task, current job description, and estimated percentage of time to be allocated to the program.
- 8. Provide a detailed description (who, what, when, where and how) of the specific activities that would be undertaken to achieve each component of *GET ALARMED*, *VIRGINIA!*
- 9. Provide a budget to include a detailed description/justification of anticipated expenditures (factor in funding needed for: management costs, equipment, signage, etc.).

10.	Describe how your Fire Department would collaborate with community agencies and organizations to
	install smoke detectors in homes and to evaluate the success of the program.

- 11. It is required that you install all of the smoke detectors you receive as part of the program. Estimate the number of residences where smoke detectors could be installed as a result of the program, and describe how you would accomplish this objective (include justification for selecting your residences).
- 12. Describe how you would publicize and promote GET ALARMED, VIRGINIA!

05/02

GET ALARMED, VIRGINIA!

A program to prevent fire-related injuries

GRANT OPPORTUNITY

Program Description: *GET ALARMED, VIRGINIA!* is a state smoke detector installation program to prevent residential fire-related injuries in communities like yours. Since its creation in 1998, the program has saved more than 60 lives in Virginia. In 2002, Virginia applied for and secured a new five-year grant from the U.S. Centers for Disease Control and Prevention, which will be used to continue the *GET ALARMED, VIRGINIA!* program through 2007.

GET ALARMED, VIRGINIA! is jointly coordinated and delivered at the state level by the Virginia Department of Health and the Virginia Department of Fire Programs. This year, up to five applicants will be awarded grants to participate in the program at the local level. **Note: Past grantees may NOW reapply!**

Purpose of Program: To reduce residential fire-related injuries and deaths in Virginia by targeting low-income households with young children and/or senior citizens.

Local Organizations Receive: For the project period October 1, 2004 through September 30, 2005, each organization that is chosen may receive funding for personnel, travel, and equipment, as well as up to 3,000 smoke detectors and educational materials.

Participant Requirements: Each participating organization will:

- Submit a budget proposal
- Assign a program coordinator
- Attend a mandatory introductory meeting and training
- Create a community collaborative approach to the program
- Recruit paid and/or volunteer smoke alarm installers
- Install all of the smoke detectors you receive in residences
- Conduct pre- and post- evaluation of the program with residents
- Meet all deadlines; provide progress reports, financial status reports, and final reports

Evaluation of applications: Each application will be evaluated on:

- Demographic information
- Need for program
- Benefits of developing and implementing the program
- Implementation of past or current fire prevention programs
- Resources available (including staffing or proposed staffing)
- Proposed program implementation plan
- Ability of the fire department to collaborate with community organizations
- Current activities for installation of smoke detectors
- Ability to publicize and promote the program

For more information, please contact:

Rhonda Keith, MS

Injury Prevention Specialist Center for Injury and Violence Prevention Virginia Department of Health 109 Governor Street, 8th Floor Richmond, VA 23219

tel: 804. 864.7734 fax: 804.864.7748

e-mail: rhonda.keith@vdh.virginia.gov

Electronic version available at : http://www.vahealth.org/civp/fundcivp.asp

GET ALARMED, VIRGINIA!

A program to prevent fire-related injuries

2003-2004 GRANT FORM

All sections must be completed to be considered for grant. If you have any questions, need assistance, or would like this form electronically, please contact Rhonda Keith at 804.864.7734 or rhonda.keith@vdh.virginia.gov.

1.	Name of Organization(s)
	Lead Department/Agency
	Contact person s name
	Address
	Phone
	rax
	E-mail
2.	Describe the reasons your fire department should be selected to receive funding to implement <i>GET ALARMED</i> , <i>VIRGINIA!</i> (include: need and benefits to the department/community).
3.	Please give the number of program smoke detectors you are applying for:
4.	(a) Describe your department's implementation of past or current fire prevention and/or education programs and the success of implementing other programs.
	
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	(b) What type of program does your fire department currently have in place to prevent fire-related injuries?
5.	Provide information on your target demographic: (a) Describe your at-risk population (include population under 5 years old and over 65 years old, along with the poverty rate and any additional information about your population/demographics)
	(b) Size of your service area
	If possible, also provide: (c) Number of fire deaths in that population from 1999-2003
	(d) Number of fires in that population from 1999-2003
6.	What facilities, resources, staff, and volunteers are currently available to implement the program?

7.	Describe proposed staffing (paid staff and/or volunteers) by task, current job description, and estimated percentage of time to be allocated to the program.
8.	Provide a detailed description (who, what, when, where and how) of the specific activities that would be undertaken to achieve each component of <i>GET ALARMED</i> , <i>VIRGINIA!</i>
	PLEASE ATTACH
9.	Provide a budget to include a detailed description/justification of anticipated expenditures (factor in funding needed for: management costs, equipment, signage, etc.).
	PLEASE ATTACH
10.	Describe how your Fire Department would collaborate with community agencies and organizations to install smoke detectors in homes and to evaluate the success of the program.
11.	It is required that you install all of the smoke detectors you receive as part of the program. Estimate the number of residences where smoke detectors could be installed as a result of the program, and describe how you would accomplish this objective (include justification for selecting your residences).

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Describe no	w you would put	oncize and prof	note GET ALAK	rmed, Virginia!	